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MONTANA

State Occupational Information Coordinating Committee
Career Information System

MCIS FALL WORKSHOPS

Staff from MCIS will be conducting one-day training workshops in 14 communities throughout Montana during October and November. The sessions are intended for current and new Micro-CIS users as well as those who would like to learn more about the system. The workshops will include several topics this year:

- Mastery of all components of the Micro-CIS software.
- Orientation to the recently released Micro-SKILLS program.
- Sneak preview of the exciting new CIS for Windows software scheduled for release in the Fall of 1995.

Micro-CIS has been modified and updated with new wage and outlook information. Participants will have the opportunity to become more familiar with the many components of this comprehensive career information system.

Micro-SKILLS is based on the Eureka SKILLS inventory and has been updated and modified to relate specifically to Montana occupational information. Micro-SKILLS allows clients to conduct a thorough self-evaluation of their skills and have the computer relate those skills to various occupations. The program is available from MCIS as an add-on to Micro-CIS for $150.

CIS for Windows has been under development for some time. MCIS plans to release a "beta test" version of this new system to a few sites in the Spring of 1995. Workshop participants will get a glimpse of the power and ease of use that the new system will contain.

Space is limited at some sites. Call MCIS toll free at (800) 633-0229 ext. 0303 to reserve a place at a workshop near you.

Fall 1994 Issue

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MCIS Fall Workshop Schedule

DAY	DATE	LOCATION
Friday	Sept.30	Helena
Tuesday	Oct. 4	Big Timber
Thursday	Oct. 6	Manhattan
Tuesday	Oct. 11	Shelby
Thursday	Oct. 13	Great Falls
Tuesday	Oct. 18	Anaconda
Monday	Oct. 24	Glendive
Tuesday	Oct. 25	Plentywood
Thursday	Oct. 27	Havre (tentative)
Tuesday	Nov. 1	Columbia Falls
Thursday	Nov. 3	Troy
Tuesday	Nov. 8	Polson
Thursday	Nov. 10	Florence
Tuesday	Nov. 15	Billings

Micro-CIS: What's New for 1994-95

■**Micro-SKILLS**--the skills self-assessment inventory, now an optional add-on for Micro-CIS users. This all-new version of Micro-SKILLS is based on the MCIS occupations database and comes with a Counselor's Manual, Micro-SKILLS Cards and Micro-SKILLS Worksheets. Enhances students' and adults' choices for career satisfaction since the Micro-SKILLS self-assessment inventory is based on prior experiences.

■**The latest Montana-specific wage information** --based on data soon to be published by the Research & Analysis Bureau of the Montana Department of Labor and Industry. The wage survey, last done in 1990, was based on a stratified sample of 5,624 private organizations in Montana.

■**Updated, accurate Montana school information**--including the name changes of the units of the Montana University System and Technical Centers. The Montana school file also contains information on the eight new proprietary schools that became licensed with the state this year.

■**More scholarships**--especially more state and local scholarships. All scholarship sponsors in the Micro-CIS AID file were contacted and the entries updated as recently as this spring, producing the most current and accurate financial aid information available.

■**Updated bibliography information for occupations**--to help counselors, students and adult users keep abreast of the most current occupational resources for further exploration.

Montana University System Name Changes

As most Montanans know, the Montana University System underwent a major reorganization this past year, aligning all four-year schools and the technical centers under either the University of Montana or Montana State University. To help out, here's a guide to the name changes:

Was	*Is*
Eastern Montana College	Montana State University-Billings
Montana College of Mineral Science and Technology	Montana Tech of the University of Montana
Montana State University	Montana State University-Bozeman
Northern Montana College	Montana State University-Northern
University of Montana	University of Montana-Missoula
Billings Technical Center*	MSU-Billings College of Technology
Butte Technical Center	Division of Technology of Montana Tech of the UM
Great Falls Technical Center	MSU College of Technology-Great Falls
Helena Technical Center	Helena College of Technology of the UM
Missoula Technical Center	University of Montana College of Technology-Missoula

*The vocational technical centers changed to technical centers in 1993.

Discover your skills with.....

Micro-SKILLS

- *Identify your personal skills*
- *Produce a computerized analysis of how your skills match various occupations*
- *Print a report of the skills analysis*

CIS

Montana Career Information System

Micro-SKILLS

Micro-SKILLS is a self-assessment skills inventory that uses the computer to relate your skills to occupations. A powerful tool, it helps you identify your skills and learn what skills specific occupations require. Micro-SKILLS is an optional component of Micro-CIS.

With **Micro-SKILLS**

- Identify your skills
- Work in a group or alone
- Use the worksheet, the cards and/or the computer

COMPUTER RESULTS:

- Holland Personality Types
- CIS Cluster Ratings
- "Top 30" Occupations List
- VIEW how your skills compare to an occupation's required skills

COST	*HARDWARE REQUIREMENTS*	*MATERIALS*
(Available for Micro-CIS Sites only)	IBM Compatible Computer	Micro-SKILLS Counselor's Manual
Annual Supplemental Cost	DOS 3.2 or higher	Micro-SKILLS Software
Site License $150	720 kb of disk space	Package of Micro-SKILLS worksheets (25)
		Micro-SKILLS cards

INTERESTED? Call or write for more information:

Montana Career Information System
PO Box 1728
Helena, MT 59624
(406) 444-0303 or
(800) 633-0229 (toll-free)

Available NOW!

Prepare to Succeed with.....

Job WORKS

- *Learn about the job search process*
- *Gather information about yourself*
- *Format your information into resume options*
- *Prepare for a successful job interview*

Montana Career Information System

Job WORKS

Job WORKS is interactive job search software. It is structured to be a learning tool, combining information with interactive components to create a broad understanding of the job search process.

With **Job WORKS**:

- plan out a job strategy
- organize information about yourself
- complete a resume
- prepare for a job interview

RESUMES STYLES:

- Chronological
- Functional/Skills
- Recent Graduate
- Accomplishment
- Professional

COST	*HARDWARE REQUIREMENTS*	*MATERIALS*
One Time Cost Site License $150	IBM Compatible Computer DOS 3.2 or higher 720 kb of disk space	Coordinator's Guide Program Software

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Available in December 1994!

1993 National Survey of Working America: Career Concerns of Young Adults

In our last newsletter, we reported on the recently released (January 1994) Gallup poll, "National Survey of Working America." The survey was sponsored by the National Career Development Association and the National Occupational Information Coordinating Committee. In this issue, we focus on the career concerns of young adults, ages 18-25.

The survey provides an interesting provide of young adults in the 18-to-25 age group, including their concerns about career preparation and worklife. A significant proportion (43 percent) of young adults are students and nearly two-thirds (65 percent) are working, 25 percent part-time and 40 percent full-time.

Young adults are more likely to say they've needed help in the past year choosing or finding a job than any other age group, and they also are more likely to have consulted a school or college counselor about careers. They are less likely to say their education and training were being used very well at their last job, and only 32 percent expect to stay with their current employers (compared to 62 percent of the general adult population).

An overwhelming proportion of young adults--83 percent--say they believe they will need more formal training or education in order to maintain or increase their earning power during the next few years. And they plan to get it. More than half (53 percent) of young adults 18-to-25 say they will go to a college or university for more education or training.

A strong majority (73 percent) of this same group of young adults feels that high schools are not doing enough to place into jobs students who have dropped out or graduated. They also think high schools are not doing enough to help students choose careers--58 percent compared to 51 percent of the adult public in general.

Since this is the group moving into the workplace for the first time in their adult lives, this speaks directly to the need for more comprehensive and widespread career development. "Without a question, this survey is telling us that the American public wants us to pay more attention to helping students make the transition from school to the workplace, and they are right," says NOICC Executive Director Juliette Lester. "Career development provides the link between education and work. Through the career development process, young people increase their understanding of the relationship between education and employment and they develop skills that will help them fit their needs and interests wit opportunities and options in the workplace."

For a copy of "1993 National Survey of Working America," contact SOICC/MCIS.

Dead End for Dropouts

It doesn't pay to drop out of high school. A BLS study found that as of October 1992, only 36 percent of high school dropouts were employed within a year of quitting school. The unemployment rate for all high school dropouts, those not working and actively looking for a job, was 39 percent. In contrast, 63 percent of high school graduates not enrolled in college were employed within a year of graduation, and 19 percent--nearly half the rate for dropouts--were unemployed.

SOURCE: Occupational Outlook Quarterly/Summer 1994

The Big 30 -- Mobility and Labor Market Attachment

A recent Bureau of Labor Statistics report (#862) from the National Longitudinal Surveys analyzes the labor market experience of individuals between their 18th and 30th birthdays. Some of the most interesting findings included:

•a typical individual has held 7.5 jobs and has 8.6 years of work experience (3.4 years of joblessness or out of labor force activity);

•over 40 percent of workers have held their current job for two years or less, and about a quarter have been at their job for more than six years;

•average time spent at the longest job held is 5 years; and,
•black and female high school dropouts tend to have the least work experience and the least job tenure.

SOURCE: Workforce Notes, Interstate Conference of Employment Security Agencies and the International Association of Personnel in Employment Security

New MCIS Staff: Rita Watson

Rita Watson has been named Delivery System and Information Specialist for the Montana Career Information System. Rita worked in the Labor Market Information Section of the Research & Analysis Bureau, Department of Labor and Industry, before joining SOICC/MCIS. Part of her previous work involved data collection for the latest wage survey (see "Micro-CIS: What's New for 1994-95"). In her new position, Rita will be responsible for software and book publication, and for updating the school and scholarship information files.

SNEAK PREVIEW: CIS for Windows
Coming to a MCIS Fall Workshop near you.
Call toll free at (800) 633-0229 ext. 0303 to reserve your seat today.

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